



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 30, 2022 at 4:30 PM

The Waupun Plan Commission will meet in-person, virtual, and teleconference on **Wednesday, November 30, 2022** at 4:30 pm in the Waupun City Hall Council Chambers. The meeting will be held in person, virtual and teleconference.

To Join Zoom Meeting:

<https://us02web.zoom.us/j/87297514722?pwd=VWJQZUw0b245MkpKMzN4M05TSkQ4QT09>

Meeting ID: 872 9751 4722

Passcode: 404145

By Phone: (312) 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

1. Mayoral Appointment to Plan Commission - Whitford, Jason

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--*State name, address, and subject of comments. (2 Minutes)*

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

CONSIDERATION - ACTION

2. Approve Minutes of the October 11, 2022 meeting.
3. Public Hearing - Shipping Container Ordinance
4. Public Hearing - Conditional Use Permit Application of Envision Greater Fond du Lac to install a projecting sign.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 11, 2022 at 4:00 PM

CALL TO ORDER

Chairman Bishop called the Plan Commission meeting to order at 4:01 pm.

ROLL CALL

Members Present: Jerry Medema, Jeff, Daane, Chairman Rohn Bishop, Mike Matoushek, and Jon Dobbratz (arrived at 4:03 pm)

Members Excused: Jill Vanderkin, Elton TerBeest

Staff Present: Steve Brooks – Utility Manager, Kathy Schlieve – City Administrator, Susan Leahy – Building Inspector, BJ Demaa – Fire Chief, Mike Beer – Assistant to Fire Chief

Public Present: Frank – Sweet Fire Tobacco, John – United Cooperative, and Bailey – Zimmerman Design Group

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next scheduled Plan Commission meeting is Wednesday, November 30, 2022.

CONSIDERATION - ACTION

1. Approve minutes of the September 28, 2022 meeting.
Motion by Medema, 2nd by Matoushek to approve the minutes of the September 28, 2022 meeting. Motion carried, unanimously.

2. Extraterritorial Review - Certified Survey Map - VanBever Land Division on N. Madison St.
This item was on the last Plan Commission Agenda as the committee asked for legal advice on this matter.

Dan VandeZande appeared and stated that the Plan Commission has extraterritorial review of all land divisions within 1 ½ mile of the City Limits. The Plan Commission can't legally stop the development just because they don't like the plan, but if it does not conform to the City's Master Plan then it can be denied.

Kathy presented the Master Plan for this area.

Motion by Bishop, 2nd by Dobbratz to recommend that the Common Council deny the Certified Survey Map due to it not conforming with the City of Waupun Master Plan.

Vote: Medema, Bishop, Dobbratz – "AYE"
Daane, Matoushek – "NAY"
Motion carried, 3/2

3. Conditional Use Permit Application of Sweet Fire Tobacco 63, 606 W. Main St. to operate a tobacco retail store per Section 16.04(2)(d)(ix) of the Waupun Municipal Code.

Frank from Sweet Fire Tobacco appeared via zoom. They currently have 80 stores in 3 states. They are trying to get into 8 states. They have a contract with Family Video to occupy some of their vacant buildings. Specialize in cigars, import tobacco, cigarettes, little section. 70% is cigars and imports. They try to employ 6 people per store. There are currently 5 projects under construction. There will be some minor remodeling done to the building and they will occupy about 1200 sq. ft. of the store. Family Video will then

try to lease out the other part of the building to another company. No one under 18 is allowed in the store. They are inspected 4 times per year. There is no smoking in the facility, and they will not be selling marijuana. The hours of operation will be Monday – Saturday 9:00 am – 8:00 pm, and Sunday 10:00 am – 7:00 pm.

Motion by Matoushek, 2nd by Dobbratz to approve the Conditional Use Permit application of Sweet Fire Tobacco 63, at 606 W. Main St. as presented.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried 5/0.

4. Site Plan Review - United Cooperative - 1215 Moorman Dr

John from United was here to discuss the site plan. This is the next phase of getting the project built. Stormwater review has not been completed yet. We have a study of that area, however with the size of this site, a retention pond will be required. Any approval would have to be contingent on Storm water review.

BJ DeMaa stated the fire hydrant locations are good, but asked what the “proposed future building” on the plan was. That is the soy processing facility that is in Phase 3 of the project. BJ would like to see a hydrant on that side of the project then. MSA designed the plan with the expansion in mind. Sue stated that the future building would have to come back for site plan review. Water and sewer plans are good. Street elevations will match grade where the trucks come and go. When they tie into the storm sewer on Moorman Dr. make sure that place top is put back in. They are working with the railroad to make sure they meet their design standards for the spur.

Motion by Medema, 2nd by Matoushek to approve the site plan for United Cooperative at 1215 Moorman Dr. on the condition that the stormwater plans are approved.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried 5/0.

5. Site Plan Review - SSM Health - Eye Clinic Parking Lot

Bailey from Zimmerman Design Group appeared to discuss their plan. The proposed site is an empty lot north of the hospital and west of the dialysis center. This is a parking lot expansion and it was figured into the last expansion for the project. The only comment from MSA for stormwater review was to make sure the downspouts have a break in them so it doesn't back into the building. They are designed that way.

Motion by Matoushek, 2nd by Medema to approve the site plan as presented.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried, unanimously.

ADJOURNMENT

Motion by Matoushek, 2nd by Dobbratz to adjourn the meeting. Motion carried, meeting adjourned at 4:49 pm.

Minutes prepared by Trista Steinbach

ORDINANCE # 22 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.02 of the Municipal Code of the City of Waupun entitled "Definitions" is amended to create new subsection (38m) to provide as follows:

(38m) SHIPPING CONTAINER. A Shipping Container is a steel box manufactured from steel or materials of similar strength and durability, which is characteristically used for temporary storage and shipping or other transport of products and materials between locations. Such containers are usually designed and constructed to standards established by the International Organization for Standards (ISO) and are typically 10, 20, 30 or 40 feet long, and may or may not have attached wheels.

SECTION 2: Chapter Sixteen of the Municipal Code of the City of Waupun entitled "ZONING CODE" is amended to create new Section 16.145 to provide as follows:

16.145 – SHIPPING CONTAINER RESTRICTIONS.

(1) PURPOSE. This subsection is established to regulate the use of shipping containers which may be placed outdoors and may only be used for storage purposes in certain zoning districts and in accordance with the provisions of this subsection, for the general purpose of protecting the aesthetic qualities of the City.

(2) GENERAL PROHIBITIONS. Shipping containers shall not be placed or used for residential purposes in any zoning district. Shipping containers shall

not be placed or used outdoors for storage or other purposes in any Residential District (R-1, R-2, R-3, R-4, R-5 or R-6), except as provided below.

(3) CONTRACTOR USE EXCEPTION. In any Residential District, contractors or property owners may temporarily place and use shipping containers outdoors in conjunction with construction activities duly authorized by building permit issued by the City for construction, remodeling or demolition projects, provided that not more than one (1) shipping container shall be used, nor shall such use be for more than ninety (90) days, unless additional containers and/or time for placement is authorized in writing by the Director of Public Works.

(4) HOUSEHOLD MOVING EXCEPTION. In any Residential District, a property owner or tenant may temporarily place and use shipping containers outdoors in conjunction with removal and relocation of personal property from the site, provided that not more than one (1) shipping container shall be used, nor shall such use be for more than ninety (90) days, unless additional containers and/or time for placement is authorized in writing by the Director of Public Works.

(5) PLACEMENT IN STREET OR STREET RIGHT OF WAY. In any Residential District, shipping containers may be temporarily placed and used in the public street or street right of way only on obtaining written permit approved by the Director of Public Works, and payment of such fee as set in the permit application. The permit shall specify the number of containers and term for such placement that is consistent with the provisions in subsections (3) and (4) above. The permit shall further require the applicant at all times to keep the area surrounding the shipping container free from accumulated snow, ice, refuse and other debris.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be on Wednesday the 30th day of November, 2022 at 4:30 pm, there will be considered the application for a Conditional Use Permit of:

1. Envision Greater Fond du Lac at 10 W Main St. to install a projecting sign on the front of the building per Section 16.11(2)(a) and 16.11 (5)(e) of the Waupun Municipal Code.

The meeting will be held in person, virtual and teleconference.

To Join Zoom Meeting:

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PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed Conditional Use in support thereof or in opposition thereto, must contact the Zoning Administrator prior to said meeting of the Plan Commission of the City of Waupun.

Dated this 18th day of November, 2022

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH November 23, 2022)

Fee: \$150.00 Paid: _____ Date: _____



CITY OF WAUPUN
201 E. Main Street
WAUPUN, WISCONSIN 53963

Conditional Use Permit Application

Applicant Name: Envision Greater Fond du Lac Phone # 920.325.3491

Address: 10 W. Main Street E-mail: tqualmann@envisiongreaterfdl.com

City, State, Zip Waupun, WI 53963

Property Description and address:

Leased property at 10 W. Main Street in downtown Waupun. It is commercial on the bottom floor; both spaces are rented.

Conditional Use Requested:

We would like to put up a sign similar to the one the other occupant has; blade sign, solid installation (no swaying).

Zoning Ordinance Section Involved:

B2

Date Presented to Plan Commission: _____

CONDITIONAL USE: Granted Denied

Comments:

Signature of Applicant (s)

Troy Qualmann

Proposed Projecting Sign @ 10 W Main Street



- *graphic design not final
- Sign design will mimic the projecting sign previously approved for neighboring business, The Parlor Hair Boutique
- Sign fully mounted, will not swing
- Sign will be mounted near doorway to 10 @ W Main.
- Bottom of the sign will be 10' off sidewalk